

# County of San Diego, Health and Human Services Agency (HHS) CalWORKs Program Guide Letter

## Family Stabilization – Revision of Policies and Procedures

Number

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### **Issue Date:**

10/14/2016

### **Effective Date:**

Upon Receipt

### **Purpose:**

- To update existing Family Stabilization (FS) policies
- To inform staff of revisions made to the FS Processing Guides and Family Stabilization forms

### **Background:**

As part of the FS program implemented by Assembly Bill (AB) 74, San Diego County offers:

- [Homelessness Prevention Services \(HPS\)](#) to supplement CalWORKs (CW) programs already addressing housing emergencies due to eviction and/or shut-off notices ([44-200.C](#), [S.N. 15-04](#))
- [Transportation Emergency Assistance \(TEA\)](#) to provide limited help with essential repairs when the vehicle meets the criterion of [reasonable transportation](#) to and from WTW activities
- [Family Stabilization Referral Services](#) to Behavioral Health Services (BHS) and other available resources for participants and eligible family members affected by an emergency

### **Policy Change:**

- FS services may be provided to aided or non-aided family members, as long there is an eligible mandatory participant in the Assistance Unit (AU). The services provided to the additional person(s) must be related to the crisis preventing the WTW mandatory adult from being able to participate in his/her WTW plan ([ACL 14-12](#), [ACIN I-64-15 Q.#2](#))
- FS plan can be used to cure WTW sanction in place of a WTW compliance or sanction curing plan ([ACIN I-64-15 Q #4](#))
- Homelessness Prevention Services and FS Referral Services may be approved for individuals who are excused ([CPG 11-001.G](#)), or exempt ([CPG 10-020.A](#)) from WTW participation, as long:
  - Exemption is expected to end within 60 days from the date FS application is submitted to the County
  - Services are needed to ensure future participation ([ACIN I-64-15 Q #1](#))
  - There is voluntary participation history in previous three months
- Non-aided parents who are eligible to WTW services while in a Family Reunification plan and are experiencing an emergency affecting participation ([CPG 10-015.C](#), [ACIN I-64-15 Q.#3](#))
- FS services must be approved, denied, or discontinued, within the timeframes outlined in [CPG 10-007.B](#) and [CPG 10-007.C](#). Approval, denial, or discontinuance notices must be issued at the time FS services are approved, denied, or discontinued
- FS payment limits are revised to better meet eligible participants and family members' needs
- Payments and/or services cannot be authorized if CW discontinuance or closing action cannot be resolved prior to FS approval
- Participants requesting HPS are no longer required to apply first for [CW Homeless Assistance](#)
- TEA applicants must have school/employment/participation history in the previous three years

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- TEA eligibility criteria are revised to exclude vehicles with a “salvaged” title, vehicles not lawfully registered with the **California** Department of Motor Vehicles (DMV), or registered as “non-operational” vehicles
- TEA payments cannot be authorized for emission-related vehicle repairs covered by the [Consumer Assistance Program \(CAP\)](#), which is administered by the State of California’s Bureau of Automotive Repair (BAR).

[10-007 Family Stabilization Processing Guides \(A-D\)](#) have been revised to include new procedures related to the policy changes listed above.

**Impacts:**

None anticipated to other programs

**Automation:**

No anticipated impact

**Forms and Document Capture:**

- 27-372 FS Approval Notice (revised)
- 27-380 FS Checklist and Authorization for Release of Information (new)
- 27-379 FS Communication Form (revised)
- 27-381 FS Family Budget (new/optional)

**Programs Affected:**

Welfare-To-Work and Refugee Employment Services

**Quality Control:**

QC will cite the appropriate error on any case that does not comply with the requirements outlined in this material.

**References:**

- [Senate Bill \(SB\) 855](#)
- [Assembly Bill \(AB\) 74](#)
- [Welfare & Institutions Code \(WIC\) section 11325.24, WIC 15204.2](#)
  - All County Letters and Information Notices: [ACL 14-61](#), [ACL 14-12](#), [ACL 15-22](#), [ACIN I-64-15](#)

**Sunset Date:**

This policy will be reviewed for continuance by 10/31/2016

**Approval for Release:**

 10-14-15

Rick Wanne, Director  
Eligibility Operations